



The Orchard School

Job Description – Teacher

Band	TMS plus 1 SEN point
Overall Purpose:	<p>The post holder is required to carry out under the reasonable direction of the Head Teacher (or Head of Service) the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.</p> <p>The post holder must at all times carry out her/his responsibilities with due regard to the Council's Equal Opportunities Policy.</p>
Responsible To:	Head teacher
Teaching and learning	<p>To establish a safe and stimulating environment for pupils, rooted in mutual respect.</p> <p>To set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.</p> <p>Be accountable for pupils' attainment, progress and outcomes</p> <p>Be aware of pupil's capabilities and prior knowledge and plan teaching to build on these.</p> <p>Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.</p> <p>Promote a love of learning and pupils' intellectual curiosity.</p> <p>Where appropriate set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding of pupils</p> <p>Reflect systematically on the effectiveness of lessons and approaches to teaching.</p> <p>To work across the school as designated by the Head teacher</p> <p>To ensure cover work is set and organised in the event of a known absence.</p>
Subject and curriculum knowledge	<p>Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.</p>

	Keep up to date with developments in the subject and curriculum areas
Recording and Assessment	<p>Make use of formative and summative assessment to secure pupils progress.</p> <p>Use relevant data to monitor progress, set targets, intervention plans and plan subsequent learning.</p> <p>To report pupil progress to families, senior leaders and Governors through data collection and written reports</p> <p>To attend parents meetings and evenings to report on pupils progress and development and welfare</p>
Managing behaviour	<p>Have clear rules and routines for behaviour in classrooms taking responsibility for promoting good and courteous behaviour both in the classroom and around the school in accordance with the schools behaviour policy.</p> <p>Have high expectations of behaviour and establish a framework for discipline with a range of strategies using praise sanctions and rewards consistently and fairly.</p> <p>Manage classes effectively using approaches, which are appropriate to pupils' needs in order to involve and motivate them.</p> <p>Maintain good relationships with pupils exercise appropriate authority and act decisively when necessary.</p>
Wider professional responsibilities	<p>Make a positive contribution to the wider life and ethos of the school</p> <p>Develop effective professional relationships with colleagues knowing how and when to draw on advice and specialist support</p> <p>Deploy support staff effectively.</p> <p>To be responsible for the Health and Safety of the pupils in their charge and staff and to report any Health and Safety issues to the Headteacher.</p> <p>To effectively manage the class budget, and adhere to the school development plan</p> <p>To take responsibility for improving teaching through appropriate professional development responding to advice and feedback from colleagues.</p> <p>To ensure the welfare of children is safeguarded and promoted in line with best practice and Sandwell Safeguarding Children Board advice.</p> <p>To liaise closely and sensitively with parents and families as outlined in the Schools Policy.</p> <p>To closely liaise with staff from other agencies maintaining an ethos of close cooperation ensuring a multidisciplinary approach to teaching and learning in the school.</p>

Personal Development:	To engage actively in Performance Management and Continuing Professional Development to take responsibility for own professional development to ensure I skills are kept up to date and developed.
<p>The Job Description is current at the date shown, but in consultation with the post holder, the Governing Body may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.</p>	
<p>Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.</p> <p>This job description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future’.</p> <p>The appointment is subject to the current Conditions of Employment in the School Teachers’ Pay and Conditions Document as they relate to teachers.</p> <p>It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.</p> <p>The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy , organisation and arrangements for Health and Safety at Work</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.</p> <p>The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.</p>	

February 2018